

AD-A085 695

TECHNOMICS INC OAKTON VA  
A SYSTEM APPROACH TO NAVY MEDICAL EDUCATION AND TRAINING. APPENDIX ETC (1)  
AUG 74

F/G 5/9

N00014-69-C-0246

ML

UNCLASSIFIED

1 OF 1  
AD-A085 695

END  
DATA FED  
7-80  
DTIC

DDC FILE COPY.

ADA 085695

This document has been approved  
for public release and sale; its  
distribution is unlimited.

AO 85694

10

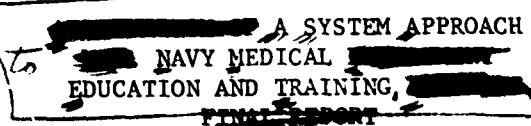
JUN 19 1980

C

1

APPENDIX 19.

DERMATOLOGY TECHNICIAN



DTIC  
SELECTED  
JUN 19 1980

D

9) Final report.

11) 31 Aug 14

12) 941 C

15) 111114-19-C-0246

Prepared under Contract to  
OFFICE OF NAVAL RESEARCH  
U.S. DEPARTMENT OF THE NAVY

Quida C. Upchurch, Capt., NC, USN  
Program Manager  
Education and Training R&D  
Bureau of Medicine and Surgery (Code 71G)

This document has been approved  
for public release and sale; its  
distribution is unlimited.

388 92

**UNCLASSIFIED**

SECURITY CLASSIFICATION OF THIS PAGE (When Data Entered)

REPORT DOCUMENTATION PAGE		READ INSTRUCTIONS BEFORE COMPLETING FORM								
1. REPORT NUMBER Final Report (Vols. I & II) Appendix: +45 19		2. GOVT ACCESSION NO. <b>ADA085695</b>								
4. TITLE (and Subtitle) <b>A System Approach to Navy Medical Education and Training</b>		5. TYPE OF REPORT & PERIOD COVERED <b>FINAL REPORT</b>								
7. AUTHOR(s)		6. PERFORMING ORG. REPORT NUMBER <b>N00014-69-C-0246</b>								
9. PERFORMING ORGANIZATION NAME AND ADDRESS Office of Naval Research Department of the Navy Arlington, Virginia 22217		10. PROGRAM ELEMENT, PROJECT, TASK AREA & WORK UNIT NUMBERS <b>43-03X.02</b>								
11. CONTROLLING OFFICE NAME AND ADDRESS Office of Naval Research Department of the Navy Arlington, Virginia 22217		12. REPORT DATE <b>31-8-74</b>								
14. MONITORING AGENCY NAME & ADDRESS (if different from Controlling Office) Office of Naval Research Department of the Navy Arlington, Virginia 22217		15. SECURITY CLASS. (of this report) <b>UNCLASSIFIED</b> 15a. DECLASSIFICATION/DOWNGRADING SCHEDULE								
16. DISTRIBUTION STATEMENT (of this Report)  <b>Approved for public release; distribution unlimited.</b>										
17. DISTRIBUTION STATEMENT (of the abstract entered in Block 20, if different from Report)  <b>Approved for public release; distribution unlimited.</b>										
18. SUPPLEMENTARY NOTES  <b>None</b>										
19. KEY WORDS (Continue on reverse side if necessary and identify by block number)  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Education and Training</td> <td style="width: 50%;">Medical Technician</td> </tr> <tr> <td>Medical Training</td> <td>Job Analysis</td> </tr> <tr> <td>Nurse Training</td> <td>Task Analysis</td> </tr> <tr> <td>Dentist Training</td> <td>Curriculum Development</td> </tr> </table>			Education and Training	Medical Technician	Medical Training	Job Analysis	Nurse Training	Task Analysis	Dentist Training	Curriculum Development
Education and Training	Medical Technician									
Medical Training	Job Analysis									
Nurse Training	Task Analysis									
Dentist Training	Curriculum Development									
20. ABSTRACT (Continue on reverse side if necessary and identify by block number)  <p>The study objective consisted of a determination of what the health care personnel in the Navy's Medical Department, Bureau of Medicine and Surgery actually do in their occupations; improving the personnel process (education and training); and building a viable career pathway for all health care personnel. Clearly the first task was to develop a system of job analyses applicable to all system wide health care manpower tasks. A means of postulating simplified occupational clusters covering some 50</p>										

DD FORM 1 JAN 73 1473

**EDITION OF 1 NOV 68 IS OBSOLETE  
S/N 8102-014-68011**

**UNCLASSIFIED**

~~SECURITY CLASSIFICATION OF THIS PAGE (When Data Entered)~~

**UNCLASSIFIED**

SECURITY CLASSIFICATION OF THIS PAGE(When Data Entered)

currently designated Navy enlisted occupations, 20 Naval Enlisted Classification Codes (NEC's) were computerized. A set of 16 groupings that cover all designated occupations was developed so as to enhance the effectiveness of professionals and sub-professionals alike.

Accession For	
NTIS GRAIL	
DDC TAB	
Unannounced	
Justification	
By	
Distribution/	
Availability Codes	
Dist	Avail and/or special
A	

**UNCLASSIFIED**

SECURITY CLASSIFICATION OF THIS PAGE(When Data Entered)

## FOREWORD

The project, "Application of a System Approach to the Navy Medical Department Education and Training Programs," was initiated in May of 1969 as a realistic, comprehensive response to certain objectives set forth in ADO 43-03X, and to memoranda from both the Secretary of Defense and the Assistant Secretary of Defense, Manpower and Reserve Affairs. The Secretary's concern was stated in his memorandum of 29 June 1965, "Innovation in Defense Training and Education." More specific concerns were stated in the Assistant Secretary's memorandum of 14 June 1968, "Application of a System Approach in the Development and Management of Training Courses." In this he called for "vigorous and imaginative effort," and an approach "characterized by an organized training program with precise goals and defined operational interrelation among instructional system components." He also noted, "Job analyses with task descriptions expressed in behavioristic terms are basic and essential to the development of precise training goals and learning objectives."

### The Project

System survey and analysis was conducted relative to all factors affecting education and training programs. Subsequently, a job-analysis sub-system was defined and developed incorporating a series of task inventories ". . . expressed in behavioristic terms . . ." These inventories enabled the gathering of job activity data from enlisted job incumbents, and data relating to task sharing and delegation from officers of the Medical, Nurse and Dental Corps. A data management sub-system was devised to process incumbent data, then carry out needed analyses. The development of initial competency curricula based upon job analysis was implemented to a level of methodology determination. These methods and curriculum materials constituted a third (instructional) sub-system.

Thus, as originally proposed, a system capability has been developed in fulfillment of expressed needs. The system, however, remains untested and unevaluated. ADO 43-03X called for feasibility test and cost-effectiveness determination. The project was designed to so comply. Test and evaluation through the process of implementation has not proved feasible in the Navy Medical Department within the duration of the project. As designed and developed the system does have ". . . precise goals and defined operational interrelation among instructional system components." The latter has been achieved in terms of a recommended career structure affording productive, rewarding manpower utilization which bridges manpower training and health care delivery functions.

### Data Management Sub-System

Job analysis, involving the application of comprehensive task inventories to thousands of job incumbents, generates many millions of discrete bits of response data. They can be processed and manipulated only by high speed computer capability using rigorously designed specialty programs. In addition to numerical data base handling, there is the problem of rapidly and accurately manipulating a task statement data base exceeding ten thousand carefully phrased behavioral statements. Through the use of special programs, task inventories are prepared, printouts for special purposes are created following a job analysis application, access and retrieval of both data and tasks are efficiently and accurately carried out, and special data analyses conducted. The collective programs, techniques and procedures comprising this sub-system are referred to as the Navy Occupational Data Analysis Language (NODAL).

### Job Analysis Sub-System

Some twenty task inventory booklets (and associated response booklets) were the instruments used to obtain job incumbent response data for more than fifty occupations. An inventory booklet contains instructions, formatted questions concerning respondent information ("bio-data"), response dimension definitions, and a list of tasks which may vary in number from a few hundred to more than a thousand per occupational field.

By applying NODAL and its associated indexing techniques, it is possible to assemble modified or completely different inventories than those used in this research. Present inventories were applied about three years ago. While they have been rendered in operational format, they should not be reapplied until their task content is updated.

Response booklets were designed in OPSCAN mode for ease of recording and processing responses.

Overall job analysis objectives and a plan of administration were established prior to inventory preparation, including the setting of provisional sample target sizes. Since overall data attrition was forecast to approximate twenty percent, final sample and sub-sample sizes were adjusted accordingly. Stratified random sampling techniques were used. Variables selected (such as rating, NEC, environment) determined stratifications, together with sub-population sizes. About fifteen percent of large sub-populations were sought while a majority of all members of small sub-populations were sought.

Administration procedures were established with great care for every step of the data collecting process, and were coordinated with sampling and data analysis plans. Once set, the procedures were formalized as a protocol and followed rigorously.

### Instructional Sub-System

Partial "competency curricula" have been composed as an integral sub-system bridging what is required as performance on the job with what is, accordingly, necessary instruction in the training process. Further, curriculum materials were developed to meet essential requirements for implementing the system so that the system could be tested and evaluated for cost effectiveness. However, due to the fact that test and evaluation was not feasible in the Navy Medical Department within the duration of the project, it was not possible to complete the development of the system through the test and evaluation phase. The inability to complete this phase also interrupted the planned process for fully developing the curricula; therefore, instead of completed curricula ready for use in the system, the curricula were partially developed to establish the necessary sub-system methodology. The competency curricula are based on tasks currently performed by job incumbents in 1971. (The currency of a given curriculum depends upon periodic analysis of incumbents' jobs, and its quality control resides in the evaluation of the performance competency of the program's graduates.)

A competency curriculum provides a planned course of instruction or training program made up of sequenced competency units which are, in turn, comprised of sequenced modules. These modules, emphasizing performance objectives, are the foundation of the curriculum.

A complete module would be comprised of seven parts: a cluster of related tasks; a performance objective; a list of knowledges and skills implied by the objective; a list of instructional strategies for presenting the knowledges and skills to the learner; an inventory of training aids for supporting the instructional strategies; a list of examination modes; and a statement of the required training time. In this project, curriculum materials have been developed to various levels of adequacy, and usually comprise only the first three parts; the latter four need to be prepared by the user.

The performance objective, which is the most crucial part of the module, is the basis for determining curriculum content. It is composed of five essential elements: the stimulus which initiates the behavior; the behavior; the conditions under which the behavior takes place; the criteria for evaluating the behavior; and the consequence or results of the behavior. A sixth element, namely next action, is not essential; however, it is intended to provide linkage for the next behavior.

Knowledges and skills listed in the module are those needed by the learner for meeting the requirements of the performance objective.

Instructional strategies, training aids, examination modes and training time have been specified only for the Basic Hospital Corps Curriculum. The strategies, aids and modes were selected on the basis of those considered to be most supportive in presenting the knowledges and skills so as to provide optimum learning effectiveness and training efficiency. The strategies extend from the classroom lecture as traditionally presented by a teacher to the more sophisticated mediated program for self-instruction. The training aids, like strategies, extend from the traditional references and handout material in the form of a student syllabus to mediated programs for self-instruction supported by anatomical models. Examination modes extend from the traditional paper and pencil tests to proficiency evaluation of program graduates on the job, commonly known as feedback. Feedback is essential for determining learning effectiveness and for quality control of a training program. The kind of instructional strategies, training aids and examination modes utilized for training are limited only by such factors as staff capability and training budget.

The training time specified in the Basic Hospital Corps Curriculum is estimated, based upon essential knowledge and skills and program sequence.

The competency curriculum module, when complete, provides all of the requirements for training a learner to perform the tasks set forth in the module. A module may be used independently or related modules may be re-sequenced into modified competency units to provide training for a specific job segment.

Since the curricula are based upon tasks performed by job incumbents in 1971, current analysis of jobs needs to be accomplished using task inventories that have been updated to reflect changes in performed tasks. Subsequent to job analysis, a revision of the curricula should be accomplished to reflect task changes. When the foregoing are accomplished, then faculty and other staff members may be indoctrinated to the competency curricula and to their relationship to the education and training system.

In addition to the primary use for the systematic training of job incumbents, these curricula may be used to plan for new training programs, develop new curricula, and revise existing curricula; develop or modify performance standards; develop or modify proficiency examinations; define billets; credentialize training programs; counsel on careers; select students; and identify and select faculty.

### The System

Three sub-systems, as described, comprise the proposed system for Education and Training Programs in the Navy Medical Department. This exploratory and advanced developmental research has established an overall methodology for improved education and training incorporating every possible means of providing bases for demonstrating feasibility and cost effectiveness. There remains only job analysis sub-system up-dating, instructional sub-system completion, and full system test and evaluation.

### Acknowledgements

The authors wish to acknowledge the invaluable participation of the several thousands of Naval personnel who served as respondents in inventory application. The many military and civilian personnel who contributed to developmental efforts are cited by name in the Final Report.

The authors also wish to acknowledge former colleagues for singularly important contributions, namely, Elias H. Porter, Ph.D., Carole K. Kauffman, R.N., M.P.H., Mary Kay Munday, B.S.N., R.N., Gail Zarren, M.S.W., and Renee Schick, B.A.

Identity and acknowledgement of the project Advisory Group during the project's final year is recorded in the Final Report.

Lastly, the project could not have been commenced nor carried out without the vision, guidance and outstanding direction of Ouida C. Upchurch, Capt., NC, USN, Project Manager.

NAVY MEDICAL DEPARTMENT

TASK INVENTORY BOOKLET  
DEMATOLOGY  
(HOSPITAL CORPS)

### CONSTRAINTS AND ETHICAL USE

This task inventory was developed three years ago in a first-version key punch format for education and training research purposes.

The present "operational" format, using a mark-sense response booklet (Opscan), is recommended for future applications. The task and equipment statements comprising the bulk of the inventory are precisely the same (less duplicate entries) as in the original research tools but rearranged for Opscan mode. Biographical data questions have also been reformatted for Opscan (NEC codes should be updated).

The processing, administering and formatting of this inventory have thus been readied for operational application.

It is strongly recommended that this inventory be updated in its task and equipment statement sections before actual operational use. These reasons pertain:

- Changes in medical or related procedures or techniques
- Some tasks may violate current policy or be obsolete
- Equipment changes may have occurred
- The objective of task comprehensiveness may change
- Objectives may shift to embrace manpower utilization as well as education and training

In the latter regard, the present operational format includes a "time to perform" dimension (as well as frequency of performance and two additional optional blank response dimension fields). As a response dimension, "time to perform" has been validated within the context of inventories for professional personnel where the objectives embraced utilization (i.e., time associated with shared and delegable tasks). The original Enlisted inventory content was directed to education and training factors only. If "time to perform" is to be used operationally, each task and equipment statement should be examined by expert job incumbents to remove possible overlaps which could confound "time to perform" data. This review process would also serve other purposes cited above.

A general precaution is in order.

When task analysis inventories are poorly prepared, loosely administered, administered according to less than rigorous sampling, or are handled casually in processing or interpretation, they will inevitably produce poor or questionable data, at best. At worst, such practices will result in loss of money and time, and produce dangerous data. Inventories should be prepared, applied, processed and interpreted only by knowledgeable professional and technical personnel. As in the cases of ethically controlled behavior tests, inventories should not be casually copied or distributed, and should remain under the control of authorized, trained personnel. Factors effecting reliability and validity should be fully appreciated.

## GENERAL INSTRUCTIONS

There are two parts to be completed for this survey:

- |           |  |
|-----------|--|
| Part I    | Career Background Information<br>(answers to be recorded in this<br>TASK BOOKLET)                        |
| Part II A | List of Tasks (answers to be<br>recorded on the accompanying<br>RESPONSE BOOKLET)                        |
| B         | List of Instruments and<br>Equipment (answers to be<br>recorded on the accompanying<br>RESPONSE BOOKLET) |

Each part is preceded by a set of instructions. Be sure to read them carefully before you start answering each part. All instructions are found on the tinted pages.

PLEASE USE ONLY NUMBER 2 LEAD PENCILS. ERASE ALL CHANGES CAREFULLY AND COMPLETELY. DO NOT PUT ANY MARKS OTHER THAN YOUR ANSWERS ON EACH RESPONSE PAGE.

DO NOT FOLD, WRINKLE, CREASE OR DETACH PAGES  
FROM EITHER TASK BOOKLET OR RESPONSE BOOKLET.

WHEN RECORDING YOUR ANSWERS YOU MAY WANT TO USE A RULER TO READ ACROSS ANSWER AND QUESTION COLUMNS.

WHEN YOU HAVE COMPLETED YOUR RESPONSES, PUT THE TASK INVENTORY BOOKLET AND THE RESPONSE BOOKLET IN THE ENCLOSED SELF-ADDRESSED ENVELOPE. SEAL AND RETURN TO THE OFFICER WHO GAVE YOU THIS PACKAGE. COMPLETED BOOKLETS SHOULD BE RETURNED WITHIN ONE WEEK OF RECEIPT.

DO NOT FILL IN

Part I

CAREER BACKGROUND INFORMATION

Check that the Form and Serial Number in this box match those on the cover of this Booklet

----- (1)  
N \_\_\_\_\_ (7)  
Form \_\_\_\_\_ Serial No. \_\_\_\_\_

Please fill out completely

Name of your Duty Station \_\_\_\_\_

City & State (if applicable) \_\_\_\_\_

Your Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

(14)

PLEASE ANSWER QUESTIONS BELOW BY ENTERING THE PROPER NUMBER IN THE BLANKS PROVIDED. TWO BLANKS REQUIRE A TWO-DIGIT ANSWER. DISREGARD NUMBERS IN PARENTHESIS.

ENTER  
ANSWERS  
HERE

Q1. Select the number to indicate the Corps to which you belong:

1. Dental Technician
2. Hospital Corps

Q1. \_\_\_\_\_ (23)

Q2. Indicate your military status:

1. USN
2. USNR

Q2. \_\_\_\_\_ (24)

Q3. Indicate your pay grade:

- |       |       |
|-------|-------|
| 1. E1 | 6. E6 |
| 2. E2 | 7. E7 |
| 3. E3 | 8. E8 |
| 4. E4 | 9. E9 |
| 5. E5 |       |

Q3. \_\_\_\_\_ (25)

Q4. Indicate your total years of active duty in the Navy to date: (estimate to the nearest year)

1. Less than 2 years
2. 2 to 4 years
3. 5 to 8 years
4. More than 8 years

Q4. \_\_\_\_\_ (26)

ENTER  
ANSWERS  
HERE

- Q9. Using the list on page vii specify your current NEC by writing the last two digits of the CODE. Q9. \_\_\_\_ (4)
- Q10. Select the number to indicate your years of experience corresponding to the NEC stated in Q9: (estimate to the nearest year) Q10. \_\_\_\_ (47)
1. Less than 1 year      4. 6 to 10 years  
2. 1 to 2 years      5. 11 to 15 years  
3. 3 to 5 years      6. More than 15 years
- Q11. If you have other NEC(s) in addition to the one specified in Q9, check page vii and indicate the last two digits of the CODE(s). If you have none, enter "99" in answer space for Q11 and Q12. Q11a. \_\_\_\_ (48)  
b. \_\_\_\_ (50)
- Q12. Select the number to indicate the years of experience you had in the NEC(s) stated in Q11 (estimate to the nearest year). Q12a. \_\_\_\_ (52)  
b. \_\_\_\_ (53)
1. Less than 1 year      4. 6 to 10 years  
2. 1 to 2 years      5. 11 to 15 years  
3. 3 to 5 years      6. More than 15 years
- Q13. From the list below, write the two-digit CODE to indicate the specialty of the department in which you are currently functioning. Q13. \_\_\_\_ (54)

CODE

01	Administration	18	Urology
02	Education	19	Intensive Care
03	Anesthesiology	20	Operating Room
04	Coronary Care	21	Emergency Room
05	Dermatology	00	Other (specify)
06	Medicine - OPD		
07	Medicine - Wards		
08	Obstetrics/Gynecology		
09	Ophthalmology		
10	Orthopedics		
11	Otolaryngology		
12	Medical Laboratory		
13	Pediatrics		
14	Psychiatry		
15	Public Health		
16	Radiology		
17	General Surgery-Wards		

MEDICAL/DENTAL NEC (NAVAL ENLISTED CODE) AND TITLE

0000 General Service, Hospital or Dental Corpsman  
3371 Health Physics & Process Control Technician  
3391 Nuclear Power Plant Operator  
8402 Nuclear Submarine Medicine Technician  
8403 Submarine Medicine Technician  
8404 Medical Field Service Technician  
8405 Advanced Hospital Corps Technician (Class B)  
8406 Aviation Medicine Technician  
8407 Nuclear Medicine Technician  
8408 Cardiopulmonary Technician  
8409 Aviation Physiology Technician  
8412 Clinical Laboratory Assistant Technician  
8413 Tissue Culture Technician  
8414 Clinical Chemistry Technician  
8415 Medical Technology Technician  
8416 Radioactive Isotope Technician  
8417 Clinical Laboratory Technician  
8432 Preventive Medicine Technician  
8433 Tissue Culture and Tissue Bank Technician  
8442 Medical Administrative Technician  
8452 X-ray Technician  
8453 Electrocardiograph/Basal Metabolism Technician  
8454 Electroencephalograph Technician  
8462 Optician (General) Technician  
8463 Optician Technician  
8466 Physical and Occupational Technician  
8472 Medical Photography Technician  
8482 Pharmacy Technician  
8483 Operating Room Technician  
8484 Eye, Ear, Nose, & Throat Technician  
8485 Neuropsychiatry Technician  
8486 Urological Technician  
8487 Occupational Therapy Technician  
8488 Orthopedic Appliance Mechanic  
8489 Orthopedic Cast Room Technician  
8492 Special Operations Technician  
8493 Medical Deep Sea Diving Technician  
8494 Physical Therapy Technician  
8495 Dermatology Technician  
8496 Embalming Technician  
8497 Medical Illustration Technician  
8498 Medical Equipment Repair Technician  
8703 DT General, Advanced  
8707 DT Field Service  
8713 DT Clinical Laboratory  
8714 DT Research Assistant  
8722 DT Administrative  
8732 DT Repair  
8752 DT Prosthetic, Basic  
8753 DT Prosthetic, Advanced  
8765 DT Maxillofacial Prosthetic

## RESPONSE BOOKLET INSTRUCTIONS

- To complete Part II, you need this TASK BOOKLET and the accompanying RESPONSE BOOKLET. Record all your answers to Part II in the RESPONSE BOOKLET.
- All pages of the RESPONSE BOOKLET are machine readable. In order for responses to be properly read, please be sure to:
  1. Use a No. 2 pencil only
  2. Carefully and completely shade the number corresponding to your answer under each column.
- Complete Page 00 of the RESPONSE BOOKLET first. Follow instructions given on the page. Fill in Line 1, and Boxes 2, 3, 4, and 5. Ignore all other boxes. BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER (WRITE DOWNWARD) IN THE BLANK SPACES IN BOX 3: then darkly shade the corresponding number on each line. An example of a completed Page 00 is shown on the next page (the handwritten notes in this example are for clarification only. Please do not make similar notes on your RESPONSE BOOKLET.)
- After completing Page 00, carefully read and follow instructions given on pages x through xiv.
- PLEASE HANDLE YOUR RESPONSE BOOKLET CAREFULLY. KEEP IT CLEAN AND AWAY FROM CHEMICALS. DO NOT DETACH, FOLD, WRINKLE OR CROSS OUT ANY PAGE.

PAGE 00

DO NOT MARK IN THESE BOXES	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9		0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
	0 1 3 5 7 9	0 1 3 5 7 9		0 1 3 5 7 9	0 1 3 5 7 9
<b>RESPONSE BOOKLET</b>					
Serial No.	0233				

Type name in

1 NAME Mary Smith*(Ignore this box)*

## TASK ANSWERING DIRECTORY 0.0

INSTRUCTIONS									
1. Use No. 2 pencil ONLY.									
2. Indicate responses with solid black mark in space provided.									
3. Erase COMPLETELY all changes.									
4. Do not detach forms from packet.									
5. Answer questions 2 through 5 below.									
6. See Task Statement Booklet for further instructions for completing boxes to the right.									

Today is June 4, 1972  
 June = 06  
 1972 = 72

TODAY'S DATE	MONTH	1 2 3 4 5 6 7 8 9
	DAY	0 1 2 3 4 5 6 7 8 9
YEAR	YEAR	0 1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9

SOCIAL SECURITY NUMBER	3	0 1 2 3 4 5 6 7 8 9
	0	0 1 2 3 4 5 6 7 8 9
4	1	0 1 2 3 4 5 6 7 8 9
	2	0 1 2 3 4 5 6 7 8 9
6	3	0 1 2 3 4 5 6 7 8 9
	4	0 1 2 3 4 5 6 7 8 9
9	5	0 1 2 3 4 5 6 7 8 9
	6	0 1 2 3 4 5 6 7 8 9
7	7	0 1 2 3 4 5 6 7 8 9
	8	0 1 2 3 4 5 6 7 8 9
5	9	0 1 2 3 4 5 6 7 8 9
	0	0 1 2 3 4 5 6 7 8 9

SHE	6	0 1 2 3 4 5 6 7 8 9
	7	0 1 2 3 4 5 6 7 8 9
TA	8	0 1 2 3 4 5 6 7 8 9
	9	0 1 2 3 4 5 6 7 8 9
SK	0	0 1 2 3 4 5 6 7 8 9
	1	0 1 2 3 4 5 6 7 8 9
E	2	0 1 2 3 4 5 6 7 8 9
	3	0 1 2 3 4 5 6 7 8 9
R	4	0 1 2 3 4 5 6 7 8 9
	5	0 1 2 3 4 5 6 7 8 9
E	6	0 1 2 3 4 5 6 7 8 9
	7	0 1 2 3 4 5 6 7 8 9
C	8	0 1 2 3 4 5 6 7 8 9
	9	0 1 2 3 4 5 6 7 8 9
O	0	0 1 2 3 4 5 6 7 8 9
	1	0 1 2 3 4 5 6 7 8 9
D	2	0 1 2 3 4 5 6 7 8 9
	3	0 1 2 3 4 5 6 7 8 9
I	4	0 1 2 3 4 5 6 7 8 9
	5	0 1 2 3 4 5 6 7 8 9
N	6	0 1 2 3 4 5 6 7 8 9
	7	0 1 2 3 4 5 6 7 8 9
G	8	0 1 2 3 4 5 6 7 8 9
	9	0 1 2 3 4 5 6 7 8 9
H	0	0 1 2 3 4 5 6 7 8 9
	1	0 1 2 3 4 5 6 7 8 9
L	2	0 1 2 3 4 5 6 7 8 9
	3	0 1 2 3 4 5 6 7 8 9
U	4	0 1 2 3 4 5 6 7 8 9
	5	0 1 2 3 4 5 6 7 8 9
V	6	0 1 2 3 4 5 6 7 8 9
	7	0 1 2 3 4 5 6 7 8 9
W	8	0 1 2 3 4 5 6 7 8 9
	9	0 1 2 3 4 5 6 7 8 9
X	0	0 1 2 3 4 5 6 7 8 9
	1	0 1 2 3 4 5 6 7 8 9
Y	2	0 1 2 3 4 5 6 7 8 9
	3	0 1 2 3 4 5 6 7 8 9
Z	4	0 1 2 3 4 5 6 7 8 9
	5	0 1 2 3 4 5 6 7 8 9

SEE COVER OF YOUR TASK BOOKLET Form N20, Ser. No. 0233

4	FORM	A B C D E F G H I J K L M N O P Q R S T U V W X Z
		0 1 2 3 4 5 6 7 8 9
5	BOOKLET	1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9
6	SERIAL	1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9
7	NO.	1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9

Mary Smith, born 7-12-10, 1940  
 June = 05 v 1940 d = 40

6	MONTH	1 2 3 4 5 6 7 8 9
	DATE	0 1 2 3 4 5 6 7 8 9
7	DAY	1 2 3 4 5 6 7 8 9
	YEAR	0 1 2 3 4 5 6 7 8 9
8	YEAR	1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9

*Ignore these boxes*

## PART II

PART II A LIST OF TASKS

PART II B LIST OF INSTRUMENTS AND EQUIPMENT

### HOW TO RESPOND TO TASK STATEMENTS AND INSTRUMENTS

Your responses to each statement should be marked on the corresponding page, column and item number in your RESPONSE BOOKLET.

Note that each page in your RESPONSE BOOKLET has two response blocks. The left-hand block (items 1-25) is for entering responses to statements printed on LEFT pages of this TASK BOOKLET; the right-hand block (items 26-50) is for the responses to statements printed on RIGHT pages. Make sure that your answers are recorded in the appropriate block on every page. DO NOT MAKE ANY MARKS OTHER THAN YOUR ANSWERS!

Each time you start a new page in your RESPONSE BOOKLET, check the page on your TASK BOOKLET. See that the numbers match; then mark the page number in "Box X" in the response page (see instructions at the top of response page.) This is necessary for computer processing.

Tear the Response Guide (p. xiii) at the perforation, and use the correct side to respond to each task or instrument found on the following white pages. Note the following detailed explanation of responses.

Column A - (the responses to Column A differ for Part II A and Part II B, be sure to use the appropriate set of responses.)

Part II A

How often did you do this task within the last month?  
(If you were on leave, consider your immediate past working month.)

0 = Did not do

1 = Did less than 5 times

2 = Did 5 to 20 times

3 = Did 21 to 50 times

4 = Did 51 to 100 times

5 = Did more than 100 times

Part II B

How often did you use this instrument or piece of equipment within the last month? (If you were on leave, consider your immediate past working month.)

0 = Did not use

1 = Used less than 5 times

2 = Used 5-20 times

3 = Used 21-50 times

4 = Used 51-100 times

5 = Used more than 100 times

If answer in Column A is 0, go to the next statement. If answer is 1, 2, 3, 4 or 5, answer also Columns B, C & D.

Column B

Indicate the approximate time you spent on a single performance the last time you performed this task.

0 = less than one minute

1 = 1 to 4 minutes

2 = 5 to 10 minutes

3 = 11 to 20 minutes

4 = 21 to 30 minutes

5 = 31 to 60 minutes

6 = 1 to 2 hours

7 = more than 2 hours

Column C

Do you feel you need additional training to perform this task?

0 = No

1 = Yes

RESPONSE GUIDE

(DO NOT LOSE THIS TAB)

HOW TO RESPOND TO PART IIIA - LIST OF TASKS

**XIII** ANSWER COL. A FIRST. IF A = 0, GO TO NEXT STATEMENT: IF A = 1-5, ANSWER COLUMNS B, C & D ALSO.

A	B	C	D
	FREQUENCY  TIME CONSUMED (single performance the last time performed)	DO YOU FEEL YOU NEED ADDITIONAL TRAINING TO PER- FORM THIS TASK?	OPTIONAL instructions (Additional instructions will be given if this column is used)
0=DID NOT DO LAST MONTH	0=LESS THAN 1 MINUTE	0=NO	
1=DID LESS THAN 5 TIMES	1=1 TO 4 MINUTES	1=YES	
2=DID 5 TO 20 TIMES	2=5 TO 10 MINUTES		
3=DID 21 TO 50 TIMES	3=11 TO 20 MINUTES		
4=DID 51 TO 100 TIMES	4=21 TO 30 MINUTES		
5=DID MORE THAN 100 TIMES	5=31 TO 60 MINUTES		
	6=1 TO 2 HOURS		
	7=MORE THAN 2 HOURS		

RESPONSE GUIDE

(DO NOT LOSE THIS TAB)

HOW TO RESPOND TO PART II B - LIST OF INSTRUMENTS AND EQUIPMENT

ANSWER COL. A FIRST. IF A = 0, GO TO NEXT STATEMENT: IF A = 1-5, ANSWER COLUMNS B, C & D ALSO.

A	B	C	D
FREQUENCY	TIME CONSUMED (last time used)	DO YOU FEEL YOU NEED ADDITIONAL TRAINING TO PER- FORM THIS TASK?	OPTION (Additional instructions will be given if this column is used)

0=DID NOT USE LAST MONTH  
1=USED LESS THAN 5 TIMES  
2=USED 5 TO 20 TIMES  
3=USED 21 TO 50 TIMES  
4=USED 51 TO 100 TIMES  
5=USED MORE THAN 100 TIMES

0=LESS THAN 1 MINUTE  
1=1 TO 4 MINUTES  
2=5 TO 10 MINUTES  
3=11 TO 20 MINUTES  
4=21 TO 30 MINUTES  
5=31 TO 60 MINUTES  
6=1 TO 2 HOURS  
7=MORE THAN 2 HOURS

**Part II A**  
**LIST OF TASKS**

LEFT PAGE 01 DERM (HOSP CORPS) TASK BOOKLET

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 01  
| | OF RESPONSE BOOKLET

- 1 | RECEIVE PATIENTS ON ARRIVAL, I.E. INTRODUCE SELF, OBTAIN  
| | PATIENT'S NAME
- 2 | INSTRUCT OR HELP PATIENT/FAMILY FILL OUT FORMS
- 3 | VERIFY IDENTIFICATION OF PATIENT, E.G. FOR TREATMENT,  
| | MEDICATIONS, EXAMINATION
- 4 | OBTAIN PRELIMINARY MEDICAL HISTORY, I.E. PAST/PRESENT  
| | COMPLAINTS, ALLERGIES, MEDICATIONS
- 5 | OBTAIN PATIENT'S SOCIAL AND FAMILY HISTORY
- 6 | ASSIST PATIENTS IN/OUT OF BED, EXAM OR O.R. TABLES
- 7 | TRANSPORT NON AMBULATORY PATIENT TO OTHER DEPARTMENTS/CLINICS
- 8 | LOAD/UNLOAD PATIENTS FROM STRETCHERS (GURNEY)
- 9 | POSITION/HOLD PATIENT FOR EXAMINATION, TREATMENT, SURGERY
- 10 | DRAPE/UNDRAPE PATIENT FOR SURGERY
- 11 | CLEAN AND CLOTHE PATIENTS AFTER SURGERY/TREATMENT/EXAMINATION
- 12 | REASSURE/CALM APPREHENSIVE (ANXIOUS) PATIENT
- 13 | REASSURE APPREHENSIVE PARENTS OF PEDIATRIC PATIENT
- 14 | TEACH PATIENT MEDICATION STORAGE REQUIREMENTS, E.G.  
| | REFRIGERATION, EXPIRATION DATE
- 15 | TEACH PATIENT/FAMILY SIDE EFFECTS OF MEDICATION, E.G.  
| | DROWSINESS, URINE DISCOLORATION
- 16 | INFORM PATIENT/FAMILY OF SYMPTOMS OF INTOLERANCE/OVERDOSE TO  
| | MEDICATION, E.G. BLEEDING GUMS, COMA
- 17 | EXPLAIN/ANSWER PATIENT/FAMILY QUESTIONS ABOUT MEDICATIONS, E.G.  
| | PURPOSE, DOSE, SCHEDULE
- 18 | ANSWER PATIENT INQUIRIES REGARDING NONPRESCRIPTION DRUGS
- 19 | EXPLAIN/ANSWER QUESTIONS ABOUT TREATMENT PROCEDURE VIA TELEPHONE
- 20 | INFORM PATIENT OF PROCEDURES REQUIRED PRIOR TO/DURING  
| | EXAMINATION/TEST/TREATMENT
- 21 | EXPLAIN/ANSWER PATIENT'S QUESTIONS REGARDING EXAMINATION/TEST/  
| | TREATMENT PROCEDURES
- 22 | TEACH PATIENT SELF-ADMINISTRATION OF MEDICATIONS (OTHER THAN  
| | INJECTIONS)
- 23 | TEACH PATIENT/FAMILY ADMINISTRATION OF INJECTIONS
- 24 | TEACH PATIENT/FAMILY NURSING CARE PROCEDURES, E.G. DRESSING  
| | CHANGE, CAST CARE
- 25 | EXPLAIN/ANSWER QUESTIONS ABOUT DOCTOR'S INSTRUCTIONS TO PATIENT/  
| | FAMILY

1 TASK NO.	1 ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 01 1 OF RESPONSE BOOKLET
26	EXPLAIN/ANSWER PATIENT'S QUESTIONS REGARDING SYMPTOMS/DISEASE/   TREATMENT 
27	INSTRUCT PARENTS ON CARE OF CHILDREN WITH COMMUNICABLE DISEASES,   E.G. MEASLES, MUMPS
28	INFORM PATIENT OF PROGRESS OF THERAPY
29	REINFORCE PATIENT'S POSITIVE RESPONSE TO THERAPY
30	PREPARE PATIENT PSYCHOLOGICALLY FOR LONG TERM TREATMENT
31	INTERVIEW/EVALUATE PATIENT/FAMILY FOR REFERRAL/CONSULT
32	ELICIT INFORMATION TO ASCERTAIN PATIENT'S UNDERSTANDING/   ACCEPTANCE OF ILLNESS/TREATMENT 
33	ASK PATIENT/CHECK CHART FOR CONTRAINDICATION FOR TREATMENT,   PROCEDURE, TEST
34	REVIEW WITH PATIENT PRINTED INSTRUCTIONS FOR EXAMINATION/THERAPY   PROCEDURES
35	CONDUCT CLASSES FOR GROUPS OF PATIENTS REGARDING CARE OF   SPECIFIC DISABILITY/DISEASE
36	EXPLAIN MINOR SURGICAL PROCEDURE/OPERATION TO PATIENT/FAMILY
37	INSTRUCT PATIENT ON PRE AND POST SPINAL ANESTHESIA PROCEDURES
38	EXPLAIN MAJOR SURGICAL PROCEDURE/OPERATION TO PATIENT/FAMILY
39	EXPLAIN X-RAY PROCEDURES TO PATIENT
40	EXPLAIN PREVENTIVE/CORRECTIVE MEASURES FOR DERMATITIS
41	EXPLAIN LUMBAR PUNCTURE PROCEDURES TO PATIENT
42	EXPLAIN GRENZ RAY THERAPY PROCEDURES TO PATIENT
43	EXPLAIN UVL THERAPY PROCEDURES TO PATIENT
44	EXPLAIN/ANSWER QUESTIONS ABOUT VENEREAL DISEASE, E.G.   PREVENTION, SYMPTOMS
45	INSTRUCT PATIENT IN PREVENTIVE CARE OF FINGER AND TOENAIL   ABNORMALITIES
46	TAKE BLOOD PRESSURE
47	CHECK RADIAL (WRIST) PULSE
48	CHECK PATIENTS TEMPERATURE
49	OBSERVE/RECORD OR DESCRIBE CHARACTERISTICS OF DRAINAGE FROM   INCISIONS/WOUNDS
50	OBSERVE/REPORT SYMPTOMS OF SIDE EFFECTS TO TREATMENT/MEDICATION

LEFT PAGE 02 DERM (HOSP CORPS) TASK BOOKLET

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 02  
| | OF RESPONSE BOOKLET

- 1 | OBSERVE/RECORD PATIENT'S PHYSICAL/EMOTIONAL RESPONSE TO TREATMENT/DIAGNOSTIC PROCEDURES
- 2 | DETERMINE IF PERSONNEL AT SICK CALL ARE FIT FOR DUTY
- 3 | SCREEN PATIENT VIA TELEPHONE TO DETERMINE NEED FOR MEDICAL ATTENTION
- 4 | SCREEN AND ISOLATE PATIENTS WITH SUSPECTED COMMUNICABLE DISEASE
- 5 | SCREEN PATIENT ON ARRIVAL TO DETERMINE WHICH STAFF MEMBER PATIENT SHOULD SEE
- 6 | EXAMINE MUCOUS MEMBRANES OF NOSE/THROAT FOR INFLAMMATION
- 7 | MAKE PRELIMINARY DIAGNOSIS OF EXTERNAL EAR INFECTION
- 8 | MAKE PRELIMINARY DIAGNOSIS OF OTITIS MEDIA
- 9 | GIVE TUBERCULIN PPD TEST
- 10 | READ TUBERCULIN TEST REACTION
- 11 | PERFORM PATCH TESTS
- 12 | PERFORM ALLERGY SKIN TESTS
- 13 | GIVE HISTOPLASMOSIS/COCCIDIOIDOMYCOSIS SKIN TEST
- 14 | READ ALLERGY TEST REACTION
- 15 | CHECK COLOR OF SKIN, E.G. CYANOSIS, BLANCHING, JAUNDICE, MOTTLING
- 16 | CHECK TEXTURE OF SKIN, E.G. DRY, OILY, SCALY
- 17 | CHECK TEMPERATURE OF SKIN
- 18 | CHECK PATIENT FOR SWEATING/DIAPHORESIS
- 19 | CHECK SKIN FOR AIR IN TISSUE (CREPITUS)
- 20 | CHECK FOR EDEMA (SWELLING) OF EXTREMITIES, EYES
- 21 | EXAMINE FOR SYMPTOMS OF DISHYDROSIS AND HYPERHYDROSIS
- 22 | EXAMINE FOR SYMPTOMS OF CONTACT DERMATITIS
- 23 | EXAMINE FOR SYMPTOMS OF ATOPIC DERMATITIS
- 24 | EXAMINE AND DESCRIBE CHARACTERISTICS OF HIVES, RASHES
- 25 | EXAMINE FOR VIRAL INFECTIONS OF THE SKIN, E.G. WARTS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 02 OF RESPONSE BOOKLET
26	EXAMINE FOR SYMPTOMS OF EXTERNAL FUNGAL INFECTIONS, E.G. RINGWORM
27	EXAMINE FOR PRESENCE OF/OR CONTACT WITH LICE, FLEAS, TICKS, LEACHES
28	EXAMINE FOR SYMPTOMS OF SNAKE BITES
29	CHECK SKIN FOR ABNORMAL CONDITIONS, E.G. PRESSURE SORES, BRUISES, NEEDLE MARKS
30	EXAMINE FOR SYMPTOMS OF SEBORRHEIC DERMATITIS AND PSORIASIS
31	EXAMINE FOR SYMPTOMS OF ALOPECIA
32	EXAMINE FOR SYMPTOMS OF VENEREAL DISEASE
33	OBSERVE FOR/REPORT SYMPTOMS OF INTESTINAL WORMS
34	OBSERVE FOR/REPORT SYMPTOMS OF CELLULITIS
35	MAKE PRELIMINARY DIAGNOSIS OF ECZEMA
36	MAKE PRELIMINARY DIAGNOSIS OF PSORIASIS
37	MAKE PRELIMINARY DIAGNOSIS OF IMPETIGO
38	MAKE PRELIMINARY DIAGNOSIS OF TOXIC DERMATOSIS
39	MAKE PRELIMINARY DIAGNOSIS OF FUNGAL SKIN INFECTION
40	MAKE PRELIMINARY DIAGNOSIS OF CHANCRID
41	MAKE ENTRIES ON NAVMED 6710/1 (NARCOTIC AND CONTROLLED DRUG ACCOUNT RECORD)
42	ORDER NARCOTICS AND CONTROLLED DRUGS FROM THE PHARMACY
43	ORDER STOCK MEDICATIONS FROM PHARMACY
44	MAKE LOCAL OPEN PURCHASES OF PHARMACEUTICALS
45	POUR/DRAW UP NARCOTICS AND CONTROLLED DRUGS
46	POUR/DRAW UP MEDICATIONS OTHER THAN NARCOTICS AND CONTROLLED DRUGS
47	MAKE ENTRIES INTO CONTROLLED DRUG/ALCOHOL LOG
48	ANSWER PERSONNEL INQUIRIES REGARDING MIXING/ADMINISTERING DRUGS
49	ANSWER INQUIRIES REGARDING DRUG REACTION
50	DISPOSE OF/RETURN MEDICATIONS/DRUGS WHOSE SHELF-LIFE HAS EXPIRED

## LEFT PAGE 03 DERM (HOSP CORPS) TASK BOOKLET

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 03 OF RESPONSE BOOKLET
1	CHECK/COUNT NARCOTICS/CONTROLLED DRUGS
2	CLASSIFY AND STORE DRUGS
3	CHECK DRUGS FOR VISIBLE CONTAMINATION/DETERIORATION, E.G. CLOUDINESS, COLOR CHANGE
4	DETERMINE EXPIRATION DATE OF LOCALLY COMPOUNDED PHARMACEUTICALS
5	NEGOTIATE WITH CIVILIAN SUPPLIERS REGARDING NEW DRUGS
6	NEGOTIATE WITH PHARMACEUTICAL COMPANY REPRESENTATIVES FOR FREE INTRODUCTORY SAMPLES
7	READ/USE PHARMACEUTICAL MANUALS, FORMULARY, PDR
8	CONVERT MEDICATION DOSAGE FROM CC TO MINIMS, GRAINS TO GRAM
9	CONVERT COMMON WEIGHTS AND MEASURES FROM ONE SYSTEM TO ANOTHER, E.G. CC TO TSP, LBS TO KG
10	CONVERT SOLUTION CONCENTRATIONS FROM GM/MG % TO MEQ/L AND VICE VERSA
11	CONVERT PRESCRIBED DOSE INTO UNITS OF ADMINISTRATION, E.G. NUMBER OF CC, TABLETS
12	DILUTE OR MIX POWDERED MEDICATIONS
13	PREPARE LOCAL ANESTHETIC SOLUTIONS FOR USE
14	DETERMINE COMPATABILITIES OF I.V. SOLUTIONS AND ADDITIVES
15	PREPARE CO <sub>2</sub> SLUSH
16	PREPARE/MIX DESENSITIZATION SERA FROM COMMERCIAL PREPARATIONS
17	PREPARE PATCH TEST SOLUTION USING PATIENT'S SUSPECTED ALLERGENS
18	STOCK ANESTHETIC CART
19	FILL PATIENT PRESCRIPTIONS
20	ISSUE NON-PRESCRIPTION MEDICATIONS E.G. ASPIRIN
21	RECEIVE AND LOG INCOMING PHARMACEUTICALS IN BULK
22	CHECK PRESCRIBED MEDICATIONS FOR INCOMPATIBILITIES OF ADMINISTRATION OR MIXING
23	CHECK ORDERED MEDICATIONS FOR OVER DOSAGE AND CONTRAINDICATIONS
24	NOTIFY DOCTOR OF ERRORS IN MEDICATION ORDERS
25	CALCULATE/PLAN ORAL FLUID RESTRICTIONS

---

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 03 OF RESPONSE BOOKLET
----------	---

---

- |    |  |
|----|--|
| 26 | LABEL MEDICINE GLASSES WITH NAME AND AMOUNT OF DRUG FOR STERILE FIELD                            |
| 27 | APPLY TOPICAL SKIN/LIP MEDICATION, E.G. OINTMENT, POWDER   |
| 28 | APPLY TOPICAL MEDICATION TO MUCOSAL TISSUE, E.G. ORAL, EYE, STOMA                                |
| 29 | APPLY TOPICAL ANESTHESIA   |
| 30 | ADMINISTER TISSUE INFILTRATION/LOCAL ANESTHESIA  |
| 31 | ADMINISTER DIGITAL BLOCK ANESTHESIA  |
| 32 | ADMINISTER MEDICATION BY SUBCUTANEOUS INJECTION  |
| 33 | ADMINISTER INTRADERMAL INJECTION   |
| 34 | ADMINISTER MEDICATION BY INTRAMUSCULAR INJECTION   |
| 35 | ADMINISTER I.V. MEDICATION DIRECTLY INTO VEIN  |
| 36 | ADMINISTER MEDICATION BY INJECTION INTO IV TUBING  |
| 37 | REGULATE I.V. FLOW/Drip ACCORDING TO CHANGES IN VITAL SIGNS,<br>MONITOR READINGS, URINARY OUTPUT |
| 38 | PREScribe ANTIHISTAMINES   |
| 39 | PREScribe CORTOCOSTEROID OINTMENTS   |
| 40 | PREScribe ANTHELMINTICS, E.G. ANTEPAR  |
| 41 | PREScribe PEDICULICIDES/SCABICIDES, E.G. KWELL   |
| 42 | PREScribe LOZENGES, THROAT GARGLES, EXPECTORANTS   |
| 43 | PREScribe ANALGESICS   |
| 44 | CHECK DRESSINGS, E.G. FOR CLEANLINESS  |
| 45 | APPLY/CHANGE STERILE DRESSINGS   |
| 46 | INCISE AND DRAIN SUPERFICIAL ABSCESS   |
| 47 | GIVE PHISOMEX/BETADINE SCRUB TO PATIENTS   |
| 48 | GROUND PATIENT, E.G. FOR ELECTRICAL CAUTERIZATION,<br>DEFIBRILLATION, EKG                        |
| 49 | POSITION/HOLD RETRACTORS TO MAINTAIN OPEN INCISION   |
| 50 | REMOVE FLUID FROM SURGICAL SITE WITH SPONGES OR SUCTION  |
-

LEFT PAGE 04 DEPM (HOSP CORPS) TASK BOOKLET

TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 04  
| OF RESPONSE BOOKLET

- 1 | PREPARE AND POSITION PROSTHESES/GRAFT TISSUE DURING SURGICAL PROCEDURE
- 2 | REMOVE SUTURES
- 3 | SUTURE SKIN
- 4 | SUTURE SUBCUTANEOUS TISSUE
- 5 | SUTURE MUCOSAL TISSUE
- 6 | SUTURE FACIAL LACERATIONS
- 7 | CUT TISSUE AS DIRECTED BY SURGEON
- 8 | MAKE INCISION FOR MINOR SURGERY
- 9 | PERFORM SECONDARY CLOSURE OF WOUND, E.G. DEBRIDE, INSERT DRAIN, SUTURE
- 10 | CLAMP BLOOD VESSELS
- 11 | CONTROL MINOR BLEEDING, E.G. AFTER EXTRACTION OR INCISION
- 12 | CAUTERIZE BLEEDERS WITH ELECTRIC CAUTERY (BOVIE)
- 13 | CONTROL BLEEDING BY PRESSURE DRESSING
- 14 | CAUTERIZE BLEEDERS WITH CHEMICAL, E.G. SILVER NITRATE STICK, POWDER
- 15 | CLEAN WOUND, CUT, ABRASION
- 16 | PACK INCISION/WOUND/CAVITY
- 17 | INSERT DRAIN/WOUND CATHETER, E. G. PENPOSE, RUBBER BAND
- 18 | OBSERVE FOR/REPORT SYMPTOMS OF WOUND INFECTION
- 19 | CHECK/EXAMINE INCISIONS/WOUNDS FOR PROGRESS OF HEALING
- 20 | REMOVE SUPERFICIAL FOREIGN BODY FROM TISSUE
- 21 | OBTAIN EQUIPMENT, MEDICATIONS, INSTRUMENTS P.R.N. FOR PERSONNEL PERFORMING STERILE PROCEDURE
- 22 | SET UP MAYO STAND WITH INSTRUMENTS
- 23 | SET UP SURGICAL BACK TABLE WITH STERILE INSTRUMENTS/EQUIPMENT
- 24 | SET UP SUTURE BOOK/TOWEL
- 25 | PREPARE SUTURE BOLSTERS

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 04  
| OF RESPONSE BOOKLET

- 26 | CLEAN AND REPOSITION INSTRUMENTS DURING SURGICAL PROCEDURE
- 27 | ADJUST SURGICAL INSTRUMENTS/EQUIPMENT DURING SURGICAL PROCEDURE
- 28 | FLASH STERILIZE INSTRUMENTS
- 29 | PASS INSTRUMENTS TO PHYSICIAN
- 30 | PASS STERILE MATERIALS, EQUIPMENT, MEDICATION, TO PERSONNEL PERFORMING STERILE PROCEDURE
- 31 | MAINTAIN DRY STERILE FIELD DURING SURGERY
- 32 | SCRUB FOR SURGERY/STERILE PROCEDURE
- 33 | GOWN FOR STERILE PROCEDURE
- 34 | GLOVE FOR STERILE PROCEDURE
- 35 | REMOVE CONTAMINATED GLOVES FROM SURGICAL TEAM
- 36 | POUR STERILE SOLUTION, E.G. STERILE WATER, SALINE
- 37 | SCAR REVISIONS SCRUB
- 38 | SCAR REVISIONS CIRCULATE
- 39 | DERMABRASION SCRUB
- 40 | DERMABRASION CIRCULATE
- 41 | EXCISION OF BASAL CELLS OF LID SCRUB
- 42 | EXCISION OF BASAL CELLS OF LID CIRCULATE
- 43 | EXCISE POLYP
- 44 | EXCISE SEBACEOUS CYST/LIPOMA
- 45 | EXTRACT SEBACEOUS MATERIAL FROM COMEDO
- 46 | REMOVE INGROWN NAIL
- 47 | FREEZE WART WITH LIQUID NITROGEN
- 48 | TREAT WART WITH CHEMICAL AGENT, E. G. TRICHLORACETIC ACID
- 49 | TRIM PLANTAR WART
- 50 | TRIM CORNS/CALLUSES

LEFT PAGE 05 DERM (HOSP CORPS) TASK BOOKLET

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 05  
| OF RESPONSE BOOKLET

- 1 REMOVE TATTOO BY SALABRASION
- 2 PERFORM PUNCH BIOPSY OF SKIN
- 3 PERFORM WEDGE SECTION BIOPSY OF SKIN
- 4 GIVE CO<sub>2</sub> SLUSH TREATMENT FOR ACNE
- 5 DESENSITIZE PATIENT WITH ALLERGY
- 6 GIVE SPECIAL SKIN/DECUBITUS CARE, E.G. APPLY MEDICATION,  
DRESSINGS, IRRIGATE
- 7 GIVE ULTRAVIOLET TREATMENT
- 8 PRESCRIBE TREATMENT FOR ACNE
- 9 PRESCRIBE TREATMENT FOR FURUNCLES/CARBUNCLES
- 10 PRESCRIBE TREATMENT FOR IMMERSION INJURY, E.G. JUNGLE ROT
- 11 ASK/INSTRUCT PATIENT TO COLLECT SPECIMEN
- 12 CHECK WITH PATIENT TO ENSURE THAT HE HAS COLLECTED SPECIMEN AS  
INSTRUCTED
- 13 COLLECT UNORDERED SPECIMENS FOR NURSE/DOCTOR TO EVALUATE
- 14 ASCERTAIN IF PATIENT HAS BEEN PREPARED FOR TEST/TREATMENT  
PROCEDURE
- 15 PICK UP/DELIVER SPECIMENS
- 16 LABEL/ACCESSION SPECIMEN CONTAINERS, E.G. TUBES, SLIDES
- 17 PREPARE, LABEL AND SEND CULTURE SPECIMENS TO LABORATORY
- 18 PREPARE, LABEL AND SEND BIOPSY SPECIMENS TO LABORATORY
- 19 PREPARE, LABEL AND SEND ROUTINE SPECIMENS E.G. URINE, BLOOD TO  
LABORATORY
- 20 TAKE NASAL/EAR/THROAT SPECIMEN BY STERILE SWAB
- 21 COLLECT BLOOD BY VENIPUNCTURE
- 22 TAKE SKIN SCRAPE SPECIMEN FROM PATIENT
- 23 SCRAPE EYE ULCERS/CONJUNCTIVA FOR MICROBIOLOGICAL SPECIMENS
- 24 IDENTIFY BACTERIA BY STAINING METHODS
- 25 TEST FOR THE PRESENCE OF BACTERIA IN TISSUE/CELLS

GO TO RIGHT HAND PAGE

RIGHT PAGE 05 DERM (HOSP CORPS) TASK BOOKLET

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 05  
| OF RESPONSE BOOKLET

- 26 | TEST FOR SYPHILLIS USING RPR CARD
- 27 | EXAMINE URETHRAL SMEARS FOR GONOCOCCUS
- 28 | PREPARE SMEARS FOR MICROSCOPIC ANALYSIS
- 29 | PREPARE STAINED SPECIMENS USING CELLULAR STAIN E.G. GRAM
- 30 | PREPARE STAINED SPECIMENS USING SPORE STAIN
- 31 | IDENTIFY PARASITIC AND DISEASE CARRYING ARTHROPODS
- 32 | PREPARE CULTURE MEDIA FROM BASIC INGREDIENTS, E.G. BEEF EXTRACT
- 33 | PREPARE CULTURE MEDIA USING COMMERCIALLY DEHYDRATED PRODUCT,  
E.G. MC CONKEY AGAR
- 34 | STREAK CULTURE MEDIA
- 35 | CULTIVATE MYCOLOGY SPECIMENS FOR PRIMARY ISOLATION
- 36 | IDENTIFY MYCOLOGY CULTURE SPECIMENS
- 37 | PREPARE QUALITY CONTROL CULTURES
- 38 | TEST FOR FUNGUS USING STAINING TECHNIQUES
- 39 | TEST FOR FUNGUS USING CULTURE TECHNIQUES
- 40 | IDENTIFY PATHOGENIC FUNGI USING BIOCHEMICAL/SEROLOGICAL  
TECHNIQUES
- 41 | IDENTIFY GROSS AND MICROSCOPIC CHARACTERISTICS OF FUNGI
- 42 | TEST FOR FUNGUS USING UVL
- 43 | SET UP AND MAINTAIN STAINING PROCEDURE
- 44 | CALCULATE AND PREPARE PERCENT SOLUTIONS
- 45 | CALCULATE AND PREPARE NORMAL/MOLAR SOLUTIONS
- 46 | PREPARE ROUTINE STAINS
- 47 | PREPARE SPECIAL STAINS
- 48 | DISPOSE OF HAZARDOUS MATERIAL E.G. CULTURES/ ACIDS
- 49 | READ EQUIPMENT MANUALS FOR OPERATION AND MAINTENANCE OF  
EQUIPMENT
- 50 | INITIATE TREATMENT PROCEDURES IN THE ABSENCE OF A DOCTOR

## LEFT PAGE 06 DERM (HOSP CORPS) TASK BOOKLET

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 06 OF RESPONSE BOOKLET
1	RECOMMEND NEED FOR SPECIALTY CONSULT/REFERRAL
2	DETERMINE NEED TO NOTIFY DOCTOR/NURSE OF PATIENT'S CONDITION
3	REFER PATIENT TO DOCTOR FOR TREATMENT
4	INFORM DOCTOR/NURSE OF PATIENT'S CONDITION, E.G. DESCRIPTION OF INJURY, SYMPTOMS, RESPONSE
5	CONSULT DOCTOR OR NURSE TO OBTAIN INFORMATION/ADVICE ON PATIENT CARE
6	REVIEW DOCTOR'S ORDERS AND INSTRUCTIONS WITH DOCTOR
7	MAKE SUGGESTION REGARDING PATIENT CARE, E.G. NEED OF MEDICATION, TREATMENT
8	MODIFY/CHANGE PATIENT TREATMENT PLAN
9	MAKE SUGGESTION REGARDING NEED FOR DIAGNOSTIC TESTS
10	INITIATE AND ORDER DIAGNOSTIC TEST
11	REVIEW TEST/EXAMINATION/CONSULTATION REPORTS FOR ABNORMAL (POSITIVE) FINDINGS
12	PLAN/MODIFY DIAGNOSTIC PROCEDURES ACCORDING TO PATIENT'S RESPONSE/NEED
13	ARRANGE FURNITURE/SET UP EQUIPMENT/SUPPLIES FOR PROCEDURE, E.G. EXAM, TREATMENT
14	CONFER WITH CORPSEMAN TO DISCUSS PATIENT TREATMENT/PROGRESS/ PROBLEM
15	CONDUCT TEAM/WARD CONFERENCE (CLASS) ON PROBLEM/PROGRESS OF INDIVIDUAL PATIENT
16	VERIFY COMPLETENESS OF DOCTOR'S ORDERS, E.G. FOR ALL ROUTINE ADMISSION OR PRE-OP ORDERS
17	MAKE ENTRIES ON DOCTOR'S PROGRESS NOTES
18	WRITE NURSING NOTES
19	WRITE ORDERS IN PATIENT'S CHART FOR DOCTOR'S COUNTERSIGNATURE
20	DETERMINE PRIORITIES FOR TREATMENT OF PATIENTS
21	INTERVIEW VD PATIENT TO PLAN TREATMENT AND FOLLOW UP OF CONTACTS
22	REVIEW PAST AND PRESENT MEDICAL/DENTAL HISTORY TO PLAN CARE
23	CLEAN AND DISINFECT WORKING AREA
24	SET UP O.R. ROOM FOR SEPTIC CASE
25	REVIEW AND EVALUATE ASEPTIC TECHNIQUES

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 06   OF RESPONSE BOOKLET
26	REVIEW AND EVALUATE BACTERIAL DECONTAMINATION PROCEDURES
27	WRITE STANDARD INSTRUCTIONS FOR PATIENT CONCERNING EXAMINATIONS/ THERAPY OR PROCEDURES
28	ESTABLISH SURGERY SCHEDULE
29	INSPECT FOR AVAILABILITY AND USE OF SAFETY EQUIPMENT IN HAZARDOUS AREAS
30	ENFORCE ACCIDENT PREVENTION MEASURES
31	CHECK EQUIPMENT FOR ELECTRICAL HAZARDS AND GROUNDS
32	CHECK INSTRUMENTS AND SUPPLIES FOR STERILIZATION INDICATORS
33	DISPOSE OF SUPPLIES/INSTRUMENTS/EQUIPMENT AFTER TIME LIMIT/ EXPIRATION DATE
34	INSPECT THAT SUPPLIES/MATERIALS/EQUIPMENT ARE STORED PROPERLY
35	INSPECT SUPPLIES/EQUIPMENT FOR ACCEPTABILITY/DAMAGE/LOSS/ PILFERAGE
36	MAINTAIN STOCK OF STERILE SUPPLIES
37	MAINTAIN STOCK OF CHEMICAL SOLUTIONS
38	PICK UP/DELIVER EQUIPMENT
39	STORE SUPPLIES
40	STORE INSTRUMENTS
41	MAKE UP STERILE TRAYS
42	MAKE SPECIAL SURGICAL SPONGES
43	SELECT/SET UP STANDARD INSTRUMENT TRAYS FOR SCHEDULED SURGERY
44	SELECT/SET UP INSTRUMENTS FOR SPECIAL SURGICAL PROCEDURE
45	SELECT/SET UP INSTRUMENTS FOR SMALL PACKS
46	REPLENISH OPERATING ROOM WITH SUPPLIES
47	VERIFY/SIGN OFF ON REQUISITIONS/RECEIPTS FOR SUPPLIES/EQUIPMENT/ MATERIAL
48	VERIFY AND CO-SIGN INVENTORY
49	DO SUPPLY/EQUIPMENT INVENTORY
50	WASH GLASSWARE/INSTRUMENTS

LEFT PAGE 07 DERM (HOSP CORPS) TASK BOOKLET

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 07 OF RESPONSE BOOKLET
1	PREPARE TISSUE BOTTLES
2	DISINFECT INSTRUMENTS/MATERIALS/EQUIPMENT
3	DETERMINE METHOD OF STERILIZATION FOR INSTRUMENTS/EQUIPMENT
4	DETERMINE/SELECT AGENTS/PROCESSES FOR EQUIPMENT/INSTRUMENT STERILIZATION
5	BREAK DOWN SURGICAL INSTRUMENTS FOR POST OPERATIVE CLEANING
6	ASSEMBLE PATIENT RECORDS FOR REVIEW BY DOCTOR
7	CHECK CONSULTATION REQUESTS TO INSURE THE CORRECT STUDY IS TO BE CARRIED OUT
8	INFORM DOCTOR OF ANY CONTRAINDICATIONS TO STUDY
9	REVIEW AND FOLLOW THROUGH ON COMPLETED CONSULT REPORTS
10	SCHEDULE APPOINTMENTS FOR CLINIC/DEPARTMENT, E.G., MAINTAIN APPOINTMENT BOOK
11	MAINTAIN DAILY RECORDS ON PATIENT PROCEDURES/EXAMINATIONS PERFORMED
12	PREPARE REPORT/FEEDER REPORT ON NUMBERS OF INPATIENT/OUTPATIENT SERVICES PERFORMED
13	ANSWER TELEPHONE/TAKE MESSAGES, MEMOS
14	ASSIGN SPACE FOR EQUIPMENT AND SUPPLIES
15	ARRANGE FOR BRIEFINGS
16	CALCULATE LAB/DIAGNOSTIC TEST RESULTS
17	COORDINATE WITH OTHER SECTIONS FOR ASSISTANCE IN FABRICATING EQUIPMENT
18	LOCATE MISPLACED CHARTS/HEALTH RECORDS
19	MAINTAIN A SET OF REFERENCE BOOKS/MANUALS/PUBLICATIONS
20	ESTABLISH/MAINTAIN SUTURE/INSTRUMENT TRAY CARDS
21	PREPARE REQUISITIONS FOR DIAGNOSTIC PROCEDURES, E.G. LAB, EEG
22	PREPARE WORK ORDERS/WORK REQUESTS
23	ORDER SUPPLIES/EQUIPMENT THRGU FEDERAL SUPPLY SYSTEM
24	ARRANGE FOR/FOLLOW UP COMPLETION OF CLINICAL LABORATORY TEST
25	MAINTAIN INSTRUMENT CALIBRATION FILES

GO TO RIGHT HAND PAGE

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 07  
| | OF RESPONSE BOOKLET

- 26 | CHECK/LOCATE/IDENTIFY PART NUMBERS FROM CATALOGUES/MANUALS
- 27 | RESEARCH LOCAL MEDICAL/DENTAL SUPPLY PURCHASE RATES
- 28 | MAINTAIN LEDGER OF SUPPLY/STOCK, E.G., REQUISITIONS, COST  
| ACCOUNTING
- 29 | MAKE LOCAL (OPEN) PURCHASE OF SUPPLIES
- 30 | PREPARE REQUISITIONS FOR SUPPLIES/EQUIPMENT
- 31 | DETERMINE ADEQUACY OF STERILIZATION PROCEDURES
- 32 | DEVELOP IMPROVED WORK METHODS AND PROCEDURES
- 33 | ASSESS ACCURACY OF ANALYSIS PERFORMED BY OTHER LABORATORIES
- 34 | MODIFY EQUIPMENT FOR NON-STANDARD USAGE
- 35 | DETERMINE EQUIPMENT/SUPPLIES FOR EMERGENCIES/EXERCISES
- 36 | DETERMINE IF REPAIR IS WITHIN UNIT CAPABILITIES
- 37 | RESEARCH MATERIAL FOR PROJECTS, I.E. COMPILE STATISTICS, GATHER  
| DATA FROM DIFFERENT SOURCES
- 38 | SUPERVISE ROUTINE EQUIPMENT MAINTENANCE FOR SECTION/UNIT
- 39 | COORDINATE ON EQUIPMENT LOANS, BORROWING OF MEDICAL/DENTAL  
| SUPPLIES/TRAINING AIDS
- 40 | COORDINATE WITH MANUFACTURERS/CONTRACTORS FOR EQUIPMENT REPAIR/  
| MAINTENANCE
- 41 | NEGOTIATE WITH VENDORS, E.G. COST, DELIVERY SCHEDULE
- 42 | SUPERVISE/DIRECT UNIT'S OJT PROGRAM
- 43 | PLAN CONTENT FOR OJT PROGRAM
- 44 | SCHEDULE LECTURES
- 45 | DESIGN TRAINING AIDS, ILLUSTRATIONS, GRAPHICS
- 46 | SELECT CLINICAL MATERIAL FOR INSTRUCTIONAL PURPOSES, E.G.  
| PATIENTS,CASE STUDIES
- 47 | EVALUATE/SELECT AUDIOVISUAL MATERIALS, E.G. FILMS
- 48 | CONDUCT SEMINARS
- 49 | PLAN CONFERENCES FOR STUDENTS DURING PRACTICAL TRAINING
- 50 | TEACH FORMAL CLASSES

LEFT PAGE 08 DERM (HOSP CORPS) TASK BOOKLET

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 08  
| | (OF RESPONSE BOOKLET)

- |    |   |
|----|---|
| 1  | ADMINISTER EXAMINATIONS                                     |
| 2  | COMPUTE TEST GRADES   |
| 3  | DEMONSTRATE CLINICAL PROCEDURES USING PATIENT/SUBJECT       |
| 4  | SELECT WORK EXPERIENCES FOR STUDENT/TRAINEE                 |
| 5  | EVALUATE STUDENTS PERFORMANCE/PROGRESS                      |
| 6  | COORDINATE WITH SUPERVISORS/INSTRUCTORS ON STUDENT TRAINING |
| 7  | CALCULATE DOSAGES FOR PRESCRIBED EXPERIMENTS                |
| 8  | RECORD/MAINTAIN RECORDS OF EXPERIMENTAL FINDINGS/TESTS      |
| 9  | CONDUCT RESEARCH LITERATURE SEARCH/SURVEY                   |
| 10 | OPERATE/CONTROL EQUIPMENT FOR EXPERIMENTAL TESTS            |
| 11 | CALIBRATE/TEST EXPERIMENTAL EQUIPMENT/APPARATUS             |
| 12 | WRITE RESEARCH PROGRESS REPORTS                             |

**Part II B**

**LIST OF INSTRUMENTS AND EQUIPMENT**

LEFT PAGE OF DERM (HOSP CORPS) TASK BOOKLET

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 09  
| | OF RESPONSE BOOKLET

- 1 | STETHOSCOPE
- 2 | THERMOMETER, CLINICAL
- 3 | SET, MINOR SURGICAL
- 4 | TRAY, LUMBAR PUNCTURE
- 5 | ULTRAVIOLET LAMP, DERMATOLOGY (DIAGNOSTIC)
- 6 | ULTRAVIOLET LAMP, DERMATOLOGY (TREATMENT)
- 7 | DERMATOME
- 8 | SPECULUM, NASAL
- 9 | INSTRUMENT TRAY, MINOR SURGERY
- 10 | CAUTERY APPARATUS
- 11 | SURGICAL NEEDLE DRIVER
- 12 | MILLIMETERS PUNCHES FOR BIOPSY
- 13 | TRAY, SKIN BIOPSY
- 14 | FORCEPS, HEMOSTATIC
- 15 | IRIS FORCEPS
- 16 | LIGHT, ULTRAVIOLET, SPECIMEN EXAMINING
- 17 | ULTRAVIOLET MICROSCOPE
- 18 | LABORATORY MICROSCOPE (LIGHT)
- 19 | DARKFIELD CONDENSOR
- 20 | WHITEFIELD CONDENSOR
- 21 | CENTRIFUGE, CLINICAL (TABLE MODEL)
- 22 | PH METER
- 23 | INCUBATORS LABORATORY
- 24 | SLIDE ROTATOR (VDR)
- 25 | MYCOLOGY ISOLATION HOOD

GO TO RIGHT HAND PAGE

RIGHT PAGE 09 DERM (HOSP CORPS) TASK BOOKLET

TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 09  
| OF RESPONSE BOOKLET

26 DESSICATOR

27 TIMER, LABORATORY

28 LABORATORY STIRRER-HOT PLATE

29 LIQUID NITROGEN BOTTLES/HOSES

30 LAMP ALCOHOL

END OF TASK BOOKLET